

**Procurement Manager/Office Administrator**  
**Master's Degree along with Computer Applications Skills**



**SHUMAILA PERVEEN**

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**Residential Status:**

**Employment Visa**

**Experience:**

**12 YEARS INCLUDING UAE**

**Career Summary:**

My primary objective as a Procurement Officer is to be responsible for the asset inventory. Under the supervision of the Managing Director, to report about the updating procurement activities, and promptly manage so as not to halt the company's daily operations. I am very familiar with all the policies and procedures involved in managing client's queries and complaints and processing orders, modifications, and escalating complaints across several communication channels. During my tenure, I remained calm when customers were frustrated. I have excellent Knowledge about managing the office, supervising staff, and handling duties for upper management. Enough efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support. Good problem solver and organized. Assuring a steady completion of workload on time. I have a wide knowledge of handling Phone Calls strategically & systematically along with, a good understanding of meeting sales quotas and tracking calls in, accordance. With this said, I am confident that I will achieve my objective.

**Professional Experience:**

**Royal Way Facility Management & Cleaning Services-**  
**(Dec 2019-Till Date)**

**Position: Procurement Manager**

**Duties in brief:**

- Forecast levels of demand for services and products
- conduct research to source the best products and suppliers in terms of best value, delivery schedules and quality
- run tenders, evaluate bids and make recommendations, based on commercial and technical factors
- negotiate and agree contracts, monitoring the quality of service provided
- keep contract files and use them as reference for the future
- build and maintain good relationships with new and existing suppliers
- manage and motivate a team of procurement staff
- liaise between suppliers, manufacturers, internal teams such as supply chain, planning, marketing, IT and sales, and customers
- develop strategies to make sure that cost savings and supplier performance targets are met - or exceeded
- undertake value for money reviews of existing contracts and arrangements
- ensure the security and sustainability of sources of essential products and services
- forecast price trends and their impact on future activities
- give presentations about market analysis and possible growth
- develop and implement a procurement strategy
- analyses data and produce reports and statistics on spending and saving
- ensure suppliers are aware of business objectives

- attend meetings and trade conferences
- keep up to date with trends and innovations, regulation and new technology that can impact on the business
- Train junior members of staff.

**Ajman Markets Co-operative Society- (Ajman-UAE) April 2018 to July 2019 Position:**

**Procurement Officer**

**Duties in brief:**

- Meet with supervisors and department heads to understand the needs across the company
- Forecast needs and supplies
- Review requests for proposals (RFPs)
- Review and negotiate contracts with vendors and suppliers
- Delegate tasks to the procurement team (at a larger company)
- Train new employees and support team members as necessary (at a larger company)

**DAY-TO-DAY DUTIES:**

- Research suppliers and vendors that meet the goals of the company
- Find suppliers that have certain certifications, accreditation, and insurance, along with a steady stream of materials that fit within budget restraints
- Manage inventory
- Ensured partners continue to meet company needs
- Collect and analyze data to ensure the company is making the best decisions
- Balance department budgets with needs

**AL-Manama Group of Companies (Ajman -UAE) Aug 2012 to Feb 2018 Position: Purchase Manager**

**Duties in brief:**

- Develop, lead and execute purchasing strategies
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Craft negotiation strategies and close deals with optimal terms
- Partner with stakeholders to ensure clear requirements documentation
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis, and benchmarking
- Assess, manage, and mitigate risks
- Seek and partner with reliable vendors and suppliers
- Determine quantity and timing of deliveries
- Monitor and forecast upcoming levels of demand

**Lahore Grammar School (Pakistan) Nov 2011-July 2012**

**Position: Admin Officer**

**Duties in brief:**

- Provide administrative support to ensure that municipal operations are maintained

*Type correspondence, reports, and other documents and maintain office files.*

- Prepare correspondence for board members.
- Skilled identifying problems and brainstorming potential solutions.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Keep stock of office supplies and place orders when necessary
- Excellent at oral and written communication as well as presentation.
- Comfortable working independently and collaboratively.
- Passionate about connecting with teachers and students.

**HIGHER RESEARCH OF DIAMOND COUNCIL 2010 – 2011  
(INTERNATIONAL GEMSTONES SELLING AGENCY)**

**Position: Office Administrator**  
**Duties in brief:**

- Answer and direct phone calls
- Organize and schedule meetings and appointments.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers
- Coordinate repairs to office equipment
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues

**Qualifications and Certifications**

Degree		Institution	
M.A (Master's degree in arts)		University of Punjab, Pakistan	
B.A. (Bachelor's degree in arts)		University of Punjab, Pakistan	
IELTS (Bands 6+)		Dubai Test Centre (idp)	
Diploma in Microsoft Office Suit and Application		Multi National Computer College	
Diploma in Communicative English		Multi National Computer College	
<b>Personal Details</b>			
<b>Name</b>	Shumaila Perven	<b>Passport No</b>	AA3994873
<b>Date of Birth</b>	10-06-1983	<b>Visa Status</b>	Employment visa
<b>Gender</b>	Female	<b>Notice Period</b>	Immediate joining
<b>Religion</b>	Islam	<b>UAE Experience</b>	10 Years
<b>Nationality</b>	Pakistan	<b>Total Experience</b>	12 Years
<b>Marital status</b>	Married	<b>Location</b>	Dubai, UAE

**COMPUTER SKILL & Expertise:**

- Excellent written, verbal and presentation communication skills
- Strong negotiation skills for getting the best price and value for money
- commercial and financial awareness as managing budgets and keeping costs down is a key part of the role
- Strong analytical ability
- Investigative and planning skills to identify what the business needs.
- Excellent interpersonal and relationship management skills,

- Numeracy skills for analyzing facts and figures
- Ability to lead and motivate a team with tact and diplomacy.
- Ability to make important decisions and cope with the pressure of
- Strong project management skills
- Ability to solve problems and make decisions, as well as to thinkstrategically
- time management skills and the ability to deliver to deadlines
- Resilience.
- Good Command on Microsoft Office inclusive of Word, Excel & PowerPoint
- Computer literacy proficient in Windows XP & Microsoft Office Internetapplications
- Extremely organized & Strong multi-tasking and time management skills.

**Declaration:**

I hereby Declare That All Information Given Above Are True & Correct with best of my Knowledge.